

STATE OF SOUTH CAROLINA
STATE PARKING POLICY AND PROCEDURES MANUAL



GOVERNING

S.C. BUDGET AND CONTROL BOARD

PARKING FACILITIES AND PARKING LOTS

OFFICE OF GENERAL SERVICES
S.C. BUDGET AND CONTROL BOARD

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE</u>
Introduction	1
Surface Lot Decal Procedures	2
Surface Lot Locations	3
Assigned Parking Space Locations/Eligibility Requirements	4
Parking Restrictions/Parking Assignment Procedures	5
Procedures for Parking Space Change	6
Cancellation, Leave and Subleasing Policy/Parking Regulations on State Property	7
Parking Ticket Violations	8
Parking Fines/Towing Procedures	9
Parking Ticket Appeals/Security	10
Handicapped Regulations	11
Misuse of Handicapped Identification/Emergency Phone Locations	12
Emergency Exit Procedures	13
User Agencies/Agency Parking Coordinators Responsibilities	14
Parking Advisory Committee	15

INTRODUCTION

As authorized by provisions in the annual Appropriations Act (Appropriations Act of 1986, Section 16), the South Carolina Budget and Control Board (Board), acting through its Office of General Services, is responsible for establishing and enforcing policies regarding the assignment and use of parking facilities and lots under the control of the South Carolina Budget and Control Board. This manual describes policies and procedures regarding the use of these facilities and outlines, for spaces which are assigned to individual state employees by the Office of General Services, the penalties for violations.

The implementation of this manual will require the cooperation of all agencies and personnel to make the policies and procedures set forth herein work as smoothly and efficiently as possible.

The intent of the operation of our parking lots and facilities is to provide as many parking spaces for State employees as possible. The demand for parking exceeds the number of available spaces. The following policies and procedures are set forth to minimize inconvenience and to insure that all available space is well utilized and that the parking needs of all State employees are met in an equitable manner.

The Office of General Services maintains a Parking Services Office, which is located at the main entrance to the Furman E. McEachern, Jr. Facility at the intersection of Main and Pendleton Streets (Columbia, South Carolina). Office hours are 7:00 a.m. - 6:00 p.m., Monday through Friday (except holidays). Individuals requiring assistance may come to the office or telephone 734-1616. The operational hours of the McEachern Parking Facility are 7:00 a.m. - 9:00 p.m. (Monday through Friday). During Legislative Session, the operational hours of the McEachern Parking Facility are 7:00 a.m. - 11:00 p.m. (Tuesday through Thursday). The Assembly Street Deck operational hours are 6:45 a.m. to 9:00 p.m. (Assembly Street Side) and 6:45 a.m. - 6:00 p.m. (Senate Street Side).

The Parking Services Office administers nearly 7,000 South Carolina Budget and Control Board parking spaces in facilities and lots situated throughout the Columbia area. The regulations and policies set forth in this manual are mandatory and must be followed by all State employees.

STATE PARKING DECALS: Capitol Complex and Columbia Mills Parking Lots

The Office of General Services' system of vehicle identification is the use of a decal issued by the Parking Services Office. Decals are issued in response to a Permitted Parking Application form being submitted by the Agency Parking Coordinator.

ELIGIBILITY REQUIREMENTS:

State employees (BOTH PERMANENT AND TEMPORARY) working a minimum of 30 hours per week and who work in the Capitol Complex Vicinity and Columbia Mills Building are eligible to apply.

APPLICATION PROCEDURES:

Employees may obtain applications (Form PF-5) from their Agency Parking Coordinator. The Agency Parking Coordinator will forward the application(s) to the Parking Service Office to be processed. The Parking Service Office will send the parking decal(s) and instructions (Form PF-6) for parking in state surface lots back to the Agency Parking Coordinator for distribution. It is very important that the employees read the instructions on the PF-6 Form.

AUTHORIZED USE OF DECALS:

Decals must be clearly displayed on state employees' vehicles in the area instructed on the PF-6 Parking Form. If this surface is not glass, call 734-1616 for an alternate location. **DO NOT AFFIX THE DECAL TO A VEHICLE THAT HAS NOT BEEN REGISTERED WITH THE PARKING SERVICES OFFICE.** Decals must be removed from the vehicle and returned to the Agency Parking Coordinator under the following conditions:

- (1) When an employee resigns or changes employment location.
- (2) When vehicle ownership changes.
- (3) When a new decal is issued or purchased.

Before a decal is replaced, the original decal shall be returned to the Parking Services Office. Should a decal become mutilated, a new decal may be obtained from the Parking Services Office without charge provided the old decal is returned and issuance is approved by the Agency Parking Coordinator and the Parking Services Office. **Decals issued, remain the property of the Office of General Services.** Issuance of a replacement decal without evidence that the old decal has been properly destroyed, shall be subject to an administrative charge of \$5.00, providing issuance is approved by the Parking Services Office.

Employees who drive an alternate vehicle as a replacement for a registered vehicle, are required to notify the Parking Services Office for instructions. Failure to do so may result in a parking fine or towing.

The Budget and Control Board, Office of General Services, authorizes the State Parking Services Office to take the appropriate action when anyone violates the policies and procedures contained in the State Parking Manual.

Failure to follow procedures: Should an employee transfer their decal to another person without appropriate authorization the Parking Services Office has the authority and right to revoke the employees' parking privileges for one year from the date of revocation notification. The employee may apply for a parking decal one year from the date of revocation notification in accordance with the application procedures for a parking decal.

STATE SURFACE PARKING LOTS:

State Parking Decal Required

Main Street Lot -- East (opposite 915 and 921 Main Street in the middle of the 900 block of Main Street between Pendleton and College Streets). **906 Main Street.**

College Street Lot -- (adjacent to the Capitol Complex Energy Facility on the corner of Main and College Streets). **1125 College Street.**

Sumter Street Lot -- (adjacent to the 1026 Sumter Street building in the 1000 block of Sumter Street between Pendleton and Senate Streets). **1020 Sumter Street.**

Marion Street Lot -- (across from the University of South Carolina's Maxcy College at the corner of Pendleton and Marion Streets). **1015 Marion Street.**

Pendleton Street Lot -- (across from the University of South Carolina's Thornwell College on Pendleton Street between Marion and Bull Streets). **1409 Pendleton Street.**

Rutledge Building Lot -- (adjacent to the Rutledge Building at the corner of Senate and Bull Streets). **1429 Senate Street.**

1410 Senate Street Lot -- at the corner of Bull and Senate Streets.

Mt. Vernon Mills Complex Building Lot -- (adjacent to the Columbia Mills Building located at **301 Gervais Street** between Williams and Gist Streets).

STATE SURFACE PARKING LOTS:

State Parking Decal Not Required

2221 Devine Street Facility and Lot (adjacent to the Five Points Building located at **2221 Devine Street**, one block east of Harden Street at Five Points).

Robert Mills Building Lot (adjacent to the Robert Mills Building at the corner of Bull and Calhoun Streets). **1751 Calhoun Street.**

North Towers Building Lot (adjacent to the Department of Social Services located at 1535 Confederate Avenue Extension). **1751 Calhoun Street.**

Sims and Aycock Building Lot (adjacent to the Department of Health and Environmental Control located at **2600 Bull Street**; corner of Bull Street and Harden Street Extension).

E.B. Mack Building Lot (adjacent to the Commission for the Blind located at **1430 Confederate Avenue.**)

STATE SURFACE PARKING LOTS:

State Parking Decal Not Required

Middleton Complex Lot (adjacent to the Middleton Building located at **300 Gervais Street** between Williams and Gist Streets).

Laurel Street Lot (adjacent to the Division of General Services' Central Supply Office and Warehouse at **1942 Laurel Street** between Barnwell and Gregg Streets).

Haynes Building - DHEC Lab Lot (adjacent to the Department of Health and Environmental Control's Laboratory Building located 14 miles northwest of the State House in the 8200 block of Parklane Road near its intersection with Farrow Road). **8231 Parklane Road.**

ASSIGNED RESERVED PARKING SPACES:

CAPITOL COMPLEX PARKING DECK **LOCATIONS:**

McEachern Parking Facility
1201 Pendleton Street
Columbia, South Carolina 29201

Assembly Street Deck
1101 Assembly Street
Columbia, South Carolina 29201

Assembly/Pendleton Streets Lot
1001 Assembly Street
Columbia, South Carolina, 29201

SC State Library Surface Lot
1500 Senate Street
Columbia, South Carolina, 29211

Supreme Court Surface Lot
1231 Gervais Street
Columbia, South Carolina 29201

ELIGIBILITY REQUIREMENTS:

State Employees (both permanent and temporary) working in the Capitol Complex vicinity (see Map) and working a minimum of 30 hours per week, are eligible for an assigned parking space in the McEachern Parking Facility, Assembly Street Deck, Assembly/Pendleton Surface Lot, State Library Surface Lot and Supreme Court Surface Lot.

State employees working a minimum of 30 hours per week who are relocated to the Capitol Complex will be placed on the waiting list for an assigned space in the McEachern Parking Facility, Assembly Street Deck and the Assembly/Pendleton Surface Lot according to their date of full time employment with State Government.

ELIGIBILITY REQUIREMENTS: (continued)

An agency having a specific need or an agency whose business involves frequent visits to the Capitol Complex area may apply for an assigned parking space by writing to the Parking Services Office. There will be a rental fee charged for assigned parking.

The Office of General Services will make available parking spaces to both the Senate and House of Representatives in the McEachern Facility in an area adjacent to each respective body's office building.

Only employees of the State Library and the Supreme Court are eligible for parking space assignments in their respective building lots.

Motor pool parking, when required, will be assigned by the Parking Services office.

RESTRICTIONS:

State employees are limited to one reserved parking space (as available).

Each legislator is limited to one reserved parking space.

State agencies are limited to a maximum of two parking spaces as available, or as authorized by the Office of General Services. Agency spaces are to be used for official agency purposes as determined by the Agency Head.

The Parking Decks and Surface Lots **are not** to be used as storage areas for personal vehicles, boats, appliances, etc.

Discarding of personal vehicle parts or chemicals in the state parking decks and surface lots is **prohibited**.

APPLICATION PROCEDURES:

Employees and Agencies may obtain applications for a reserved parking space (Form PF-1) from their Agency Parking Coordinator. The completed form shall be submitted to the Agency Parking Coordinator for signature. The Parking Services Office will add the applicant's information to the Application Report in order of the date received.

There are two situations other than handicapped that are handled as exceptions. One concerns an employee using an agency space who then transfers to another agency and must now apply for an individual parking space. This employee's most recent date of hire in the Capitol Complex with continuous service will be used to properly place him/her on the waiting list. The other situation is for married couples. If they both work in the Capitol Complex and have only one space and the spouse in whose name the space is rented is transferred away from the Capitol Complex, the remaining spouse's most recent date of hire in the Capitol Complex with continuous service will be used to properly place him/her on the waiting list. By extension, this same process will be applied for couples who divorce. The Parking Services Office will accept only those applications signed by the Agency Parking Coordinator.

PARKING ASSIGNMENT PROCEDURES:

When a parking space becomes available in the McEachern Facility, Assembly Street Deck or Assembly/Pendleton Surface Lot, the Parking Services Office will notify the state employee. The state employee is given three days to check on the parking space and respond to the Parking Services Office.

If response is not received in three days, the next applicant on the Application List is contacted. Should an employee refuse the parking space offered, the date that they declined the space is recorded by their name on the application list. After two refusals, the applicant will be moved to the bottom of the application list.

When the employee accepts the parking space assignment, he/she is instructed to have their parking decal which was issued to him/her and a \$15.00 check to cover parking fee costs for three pay periods. The employee is to bring these with him/her to the Parking Services Office and fill out the PF-3 Form (Parking Assignment Form) P-4 Form (Comptroller General's Payroll Deductions for the parking fee).

REQUEST FOR CHANGE IN SPACE ASSIGNMENT:

If an employee desires to move from one assigned space to another, a written request (Form PF-2) must be submitted to the Agency Parking Coordinator for signature before the Agency Parking Coordinator forwards Form PF-2 to the Parking Services Office. The request on file in the Parking Services Office will be honored in order of the date received. (Request forms shall be obtained from the Agency Parking Coordinator).

The general order is for a new applicant to be assigned to the top level of the Assembly Street Deck. From there a "request for change" form can cause reassignment to a more desirable level, that is, to the next lower level when he/she is next on the waiting list and space is available. Movement from the lowest level to higher levels in the McEachern Facility is granted on the same conditions. These procedures and conditions also apply to existing patrons.

When an appropriate parking space becomes available and a change request can be honored, the Parking Services Office will notify the state employee. The employee has three days to respond to the parking space change assignment. If no response is received, the next employee on the change request list by date is contacted.

REQUEST FOR EXCHANGE OF SPACE WITHIN ONE LEVEL:

Exchange of space requests shall be submitted to the Parking Services Office by written memorandum when state employees or state agencies agree to exchange parking spaces with another employee or agency to alternate areas on the same level. **Exchange of parking spaces on different levels is not permitted.**

STATE EMPLOYEE EMPLOYMENT STATUS CHANGE:

It is the responsibility of each State Agency Liaison whose office is located in the Capitol Complex Vicinity to notify the Parking Service Office **immediately** when an employee's employment status changes from full-time to part-time (working less than 30 hrs. per week) or the employee transfers out of the Capitol Complex area or resigns.

METHODS OF PAYMENT FOR STATE ASSIGNED PARKING SPACES:

State Employees
State Agencies

Payroll Deduction Only.
Inter-Departmental Transfer one year in advance.

CANCELLATION OF PARKING SPACE:

Any employee who is terminated, resigns, or transfers to another location not within the Capitol Complex Vicinity, may not retain a reserved parking space. It is the responsibility of the state employee to notify their Agency Parking Coordinator **TWO WEEKS PRIOR TO THEIR TRANSFER OR RESIGNATION IN ORDER TO HAVE THEIR PARKING DEDUCTIONS STOPPED ON TIME.** It is the responsibility of the Agency Parking Coordinator to inform the Parking Services Office through use of Form PF-4 of any such change in the employee's status. This notification results in cancellation of the employee's reserved parking space assignment.

Employees who do not use their reserved parking space assignment and wish to relinquish it, may do so by submitting a completed Form PF-4 to their Agency Parking Coordinator. Comptroller General's Form P-4 shall be sent by the Agency Parking Coordinator to the employee's payroll section if payment is by payroll deduction.

A copy of the P-4 Form and the PF-4 Form with the effective date for stopping parking deductions shall be sent by the Agency Parking Coordinator to the Parking Services Office as soon as possible.

In the event of cancellation, the parking space will be automatically returned to the Parking Services Office for reassignment. The Parking Services Office will notify the Agency Parking Coordinator of any outstanding balance or refund due. The Agency Parking Coordinator shall furnish the state employee's name, social security number and current address to the Parking Services Office. Refunds will be prepared and mailed directly to the employee/employee's family.

LEAVE POLICY:

Employees will continue to pay parking fees during sick leave and annual leave. An employee who is on leave without pay may retain an assigned parking space by advance written notice and full payment for the period of time the employee remains on leave, up to six (6) months.

Extensions beyond six months may be granted by special permission of the Office of General Services. Employees may request such extension by writing to the Parking Services Office. The request should contain a detailed justification. The Office of General Services will notify the employee of the final decision.

SUBLEASING

Subleasing, assigning or paid usage of an assigned space **is prohibited** in State Parking Decks or Surface Parking Lots under the jurisdiction of the Budget and Control Board.

Failure to follow procedures: If an employee violates this paragraph, their parking privileges will be revoked and the parking space will be reassigned. After revocation of parking privileges both the employee improperly permitting the parking space to be used and the employee improperly using the space, may reapply and be placed at the bottom of the waiting list for a parking space.

PARKING REGULATIONS ON STATE PROPERTY:

UNAUTHORIZED USE OF RESERVED PARKING SPACE

If, during normal working hours, an employee finds that their assigned space is being occupied or otherwise blocked, they must report this violation to the Parking Services Office at the Pendleton Street entrance to the McEachern Parking Facility. They will be assigned a substitute space for temporary use, if available, and appropriate action will be taken to remove the unauthorized vehicle.

PARKING IN THE NEAREST VACANT SPACE, DRIVEWAY OR LOADING ZONE IS NOT PERMITTED AND CONSTITUTES A VIOLATION SUBJECT TO FINE AND/OR TOWING.

LOADING ZONES:

Marked loading zones may be used by trucks and automobiles in the process of loading or unloading **ONLY**. Due to a time limit of 30 minutes, all vehicles shall be moved immediately after being loaded or unloaded. Any vehicle parked exceeding the time limit is subject to fine and/or towing.

SURFACE PARKING LOTS:

The Capitol Complex and Columbia Mills Building have designated parking areas for state employees working in these locations. Any vehicle parking in areas designated for state employees must display the proper color decal identification information. Otherwise, vehicles are subject to fine and/or towing.

POSTED SIGNS:

Interpretation of the meaning of posted signs is not discretionary. Violators will be required to pay all costs involved in removing, impounding or storing their vehicles.

TRAFFIC (Moving or Parking) Acts Subject to Fine, Towing or Revocation of Parking Privileges:

1. Exceeding posted speed limit.
2. Parking in areas not designated as parking spaces.
3. Violation of posted traffic rules.
4. Occupancy of loading zone or metered space in excess of posted time limit.
5. Parking in areas designated NO PARKING.
6. Parking in spaces defined with yellow lines or yellow curb.
7. Parking more than one vehicle in a space.
8. Illegally parking in an assigned space.
9. Parking in permitted space without a valid permit (decal) or failure to display.
10. Parking in a handicapped space without a handicapped tag or placard.
11. Unreasonable harassment or failure to cooperate with Parking Services Office Staff may result in revocation of parking privileges.

Revocation of Parking Privileges:

An employee who is successfully ticketed for three (3) traffic acts within any six(6) month period will have his/her parking privileges revoked and the parking space reassigned. One (1) year from the date of revocation notification, the employee may apply for a parking space in accordance with the application procedures for an assigned parking space.

Parking Fines:

<u>Violations</u>	<u>Fine</u>
*Handicapped	\$100.00 - \$200.00
*Parking in unauthorized space (i.e., unassigned, visitor)	\$15.00
*Blocking (i.e., driveway, loading zone)	\$15.00
*Parking in no parking zone	\$15.00
*Parking overtime	\$ 5.00
*Parking improperly	\$ 5.00
*Double Parking	\$15.00
*Meter ordinance	\$ 5.00

*Patrons are cautioned that fines may change without notice. The amount is the responsibility of the City of Columbia Police Department.

Tickets for Violations:

Vehicles parked illegally, or found in violation of any of the Traffic Acts, shall be ticketed by the personnel of the Parking Services Office. The tickets are issued by the Parking Services Office and fines are collected by the City of Columbia Police Department.

Tickets For Violations:

Tickets issued by the Parking Services personnel are held in the Parking Services Office for two working days, to allow for appeals. On the third working day, the ticket is sent to the City of Columbia. From that time on, the City of Columbia has responsibility for enforcing the penalty imposed by the ticket. Tickets must be appealed in writing within this two working day holding period. After this holding period expires, no appeals to the Parking Services Office are permitted.

Towing Illegally Parked Vehicles:

Any vehicle found parked in an unauthorized space (i.e., assigned space, loading zone, visitor parking, handicapped area, etc.) is subject to being ticketed and towed.

In State Surface Lots, vehicles which show no evidence of being owned by state employees or are blocking traffic flow or are parked in handicapped areas, are subject to ticketing and towing. Other unauthorized parking by state employee owned vehicles is subject to ticketing and an effort will be made by the Parking Services Office to notify the state employee of the violation.

Towing Illegally Parked Vehicles: (continued)

In the two parking decks (McEachern and Assembly Street) vehicles which show no evidence of being owned by state employees or are blocking traffic or are parked in handicapped areas, are subject to ticketing and towing. The decision to tow for all other violations is at the discretion of the Parking Services Office.

In order to recover a towed vehicle, the owner must first obtain a "RELEASE ORDER" from the Parking Services Office. The owner must have his/her drivers license card to present to the Parking Office Staff for identification. Without proper identification, the Parking Services Office will not release the vehicle.

There is no charge to obtain the release order. Upon presentation of the release order to City Garage and payment of an appropriate fee, the City Garage will release the vehicle to the owner.

Parking Ticket Appeals:

Citations for parking violations involving mitigating circumstances may be appealed in writing to the Parking Services Office within two working days of the date on which the ticket was issued after which time no appeals will be permitted. Any appeal must contain a detailed description of the circumstances under which the ticket was received and justification for rescinding the ticket.

Appellants will be notified of the final decision by the Parking Services Office.

If the appeal is unsuccessful, the ticket is forwarded to the City of Columbia.

Appeals of Parking Related Decisions:

If there is a disagreement between the Agency Parking Coordinator and the employee in a parking related matter and the Agency Parking Coordinator cannot resolve the dispute, the Agency Parking Coordinator shall seek an interpretation, clarification or help in resolving the dispute from the Parking Services Office. If the parking related matter cannot be satisfactorily resolved, the dispute may be brought in a hearing before the Parking Appeals Panel.

The Parking Appeals Panel shall:

- Be composed of three (3) members to be appointed by the Director of the Office of General Services on an ad hoc basis.
- Be composed of the supervisor of parking and two(2) persons from the Parking Advisory Committee (but not from the agency of the appellant).
- Convene as the need arises but within ten (10) calendar days of demand by the appellant.
- Mediate and resolve disputes involving parking related matters.
- Mediate and resolve matters responsibly, equitably and expeditiously.
- Issue a written determination within ten (10) calendar days of the hearing.

Decision:

The decision of the Parking Appeals Panel shall be final.

SECURITY

Parking Services Office Staff

The Parking Services Office Staff is not authorized to give out any information on employee's parking space assignments. If an employee receives authorization to use a fellow employee's parking space, they are to obtain the parking space location from that employee or their Agency Parking Coordinator.

Bureau of Protective Services

The Bureau of Protective Services Operations Office is located at the underground Parking crosswalk entrance to the State House. They can be reached at 734-2422, 24 hours a day.

Parking Attendants:

Parking Attendants are on duty from 7:00 a.m. to 9:00 p.m. daily and until 11:00 p.m. on Tuesday through Thursday when the Legislature is in session. They are dispatched from the Parking Services Office to handle emergencies and to assist individuals with parking problems. Parking Attendants are not police officers. They do not have police powers. Although the McEachern Parking Facility has limited television surveillance, the monitors are not continuously observed and there are many areas with no television coverage. The State of South Carolina assumes no responsibility for the safety of individuals in its parking lots and facilities. In addition, their duties include:

- *Open and secure McEachern and Assembly Street Parking Decks each working day.

- *Patrol the parking decks and surface lots in order to provide a visible deterrent to crime and to notify the Bureau of Protective Services for necessary safety and security.

- *Provide assistance to patrons with parking-related problems.

- *Advise the Parking Services Office and/or Bureau of Protective Services of any safety or security violations.

- *Issue fines for parking violations.

Theft, Vandalism, Malicious Mischief, Bodily Injury

The State of South Carolina assumes no responsibility for damages, theft, vandalism or malicious mischief to any vehicle or bodily injury to any person in the parking facilities or parking lots operated by the South Carolina Budget and Control Board. The State of South Carolina assumes no responsibility for damage to vehicles or bodily injury caused by the physical condition of the parking facilities or lots.

HANDICAPPED PARKING:

Only a limited number of designated spaces are available within the McEachern Parking Facility for use by vehicles operated by handicapped (i.e., permanently disabled) employees or private citizens. Spaces are reserved for handicapped visiting agency employees or handicapped private citizens conducting official business within the Capitol Complex. Such visitors should contact the Parking Services Office for help in identifying the most conveniently located handicapped parking space.

HANDICAPPED PARKING: (continued)

Spaces designated for use by the handicapped may be occupied only by those vehicles bearing validated “handicapped” license plates or by vehicles displaying “handicapped” placards issued by the South Carolina Department of Transportation. This is in accordance with Section 56-3-1960 of the South Carolina Code of Laws. Violators are subject to a financial penalty.

HANDICAPPED PARKING ASSIGNMENTS:

Eligible employees applying for a reserved parking space who have a permanent disability and who qualify to receive a handicapped license plate or placard issued by the South Carolina Department of Transportation, will be placed ahead of everyone else on the Application List for a reserved parking space.

Employees occupying a reserved parking space who become temporarily disabled, may contact their Agency Parking Coordinator for assistance in seeking temporary reassignment to a more convenient parking space. (Temporary disability does not constitute a handicap. A “handicapped person” is defined by statute in Section 43-33-210 of the South Carolina Code of Laws).

MISUSE OF HANDICAPPED PLACARDS, HANGERS OR LICENSE TAGS:

It is unlawful to park any vehicle in a parking place designated for handicapped persons unless the vehicle bears the distinguishing license plate or placard for handicapped persons. It is unlawful for any person who is not handicapped or who is not transporting a handicapped person to exercise the parking privileges granted handicapped persons. A person violating these provisions of the State Law for Handicapped Parking is guilty of a misdemeanor and upon conviction, must be fined not less than one hundred dollars nor more than two hundred dollars or imprisoned for more than thirty days for each offense. (Section 56-3-1970)

EMERGENCY PHONES:

The McEachern and Assembly Street Parking Decks have emergency phones located on each level. The phones are connected to the Parking Services Office so they can assist you with any parking problems. A listing of the phone locations for both parking decks is provided in the parking manual.

EMERGENCY PHONE LOCATIONS

ASSEMBLY STREET PARKING DECK:

The Emergency Phones are located by the elevators on all 4 levels of the parking deck in area B.

MCEACHERN PARKING FACILITY:

State House Capitol Building - On the 1st level, the emergency phones are located in area 1F near spaces 753 and 773. On the 2nd level, the emergency phones are located on columns near spaces 927 and 947. On the 3rd level, the emergency phones are located on columns near spaces 1071 and 1091.

MCEACHERN PARKING FACILITY: (continued)

Wade Hampton Building - On the 1st level, the emergency phone is located on column in 1D Area near space 173. On the 2nd level, the emergency phone is located on column in area 2D near space 907. On the 3rd level, the emergency phone is located on column in area 3D near space 656.

Wade Hampton/Calhoun Buildings - On the 1st level, the emergency phones are located in 1A area near spaces 7 and 28. On the 2nd level, the emergency phones are located on columns in area 2A near spaces 208 and 231. On the 3rd level, the emergency phones are located on columns in area 3A near spaces 429 and 452.

Edger A. Brown Building - On the 1st level, the emergency phones are located on columns in area 1B near parking spaces 89 and 103. On the 2nd level, the emergency phones are located on columns in area 2B near spaces 286 and 332. On the 3rd level, the emergency phones are located on columns in area 3B near spaces 509 and 556.

L. Marion Gressette Building - On the 1st level, the emergency phone is located in 1H area (across from space 1316). On the 2nd level, the emergency phone is located in 2H area (across from space 1557). On the 3rd level, the emergency phone is located in 3H area (across from space 1803).

Rembert C. Dennis Building - On the 1st level, the emergency phones are located in area 1E near spaces 718 and 738 and in area 1J near space 1149. On the 2nd level, the emergency phones are located in area 2E near spaces 853 and 873 and in area 2J near space 1330. On the 3rd level, the emergency phones are located in area 3E near spaces 1036 and 1056 and 3J area near space 1571.

Solomon R. Blatt Building - On the 1st level, the emergency phones are located in area 1K near spaces 1201 and 1217. On the 2nd level, the emergency phones are located in area 2K near spaces 1393 and 1412. On the 3rd level, the emergency phones are located in area 3K near spaces 1636 and 1636.

AFTER NORMAL BUSINESS HOURS : EMERGENCY PHONE LOCATIONS

Brown Building	- On 1 st level, the emergency phone located on column near space 1B-89.
Calhoun/Wade Hampton	- On 1 st level, the emergency phone located on column near space 1A- 7.
Dennis Building	- On 1 st level, the emergency phone located on column near space 1E-718.
Wade Hampton	- On 1 st level, the emergency phone located on column near space 1D- 173.

The phones listed above are to be used for the convenience of the employees who work late hours and have a parking space in the McEachern Parking Facility. After the normal work hours of the Parking Services Office, the phone calls are transferred to Facility Management/Energy Facility for assistance.

EMERGENCY EXIT PROCEDURES (Furman McEachern, Jr. Parking Facility)

The emergency procedures apply during hazardous weather conditions, when a weather-related emergency is declared, or when employees from multiple agencies are exiting the McEachern Facility at the same time and road conditions are so poor as to cause general traffic problems within the inner city area.

COORDINATION BY PARKING SERVICES OFFICE:

During such an emergency, the Parking Services Office will coordinate the activities of Parking Attendants, weather service, emergency preparedness and law enforcement personnel. Parking Attendants and the Bureau of Protective Services will place traffic cones at exits and direct traffic as required to expedite the flow of traffic out of the facility. The Bureau of Protective Services will coordinate traffic flow out of the McEachern Facility with the Columbia Police Department, S.C. Highway Patrol and Parking Services Office personnel.

USE OF PUBLIC ADDRESS SYSTEM

The public address system will be used to relay pertinent information (i.e., directions, weather conditions, etc.) to individuals trying to exit the facility. If traffic becomes backed up in the McEachern Facility, drivers are instructed to turn off their engines to minimize carbon monoxide build-up.

EXITING PROCEDURES

Exit the McEachern Facility as you would under normal conditions. Do not attempt to move against traffic unless directed to do so by traffic officers on duty. You may be directed by traffic officers to turn in a direction other than that desired. You are to comply with the officer's instructions to facilitate everyone's safe exit from the facility onto the city's streets.

ENTERING THE MCEACHERN FACILITY DURING HAZARDOUS WEATHER

During hazardous weather conditions, only the Senate Street entrance (tunnel entrance) will be used to enter the McEachern Facility. All other entrances will be used by exiting traffic.

SAFETY CONSIDERATIONS

Do not start your engine until you can safely move from your space. This will help to minimize the build-up of exhaust fumes containing carbon monoxide.

Do not blow your horn in the facility in order that information being relayed over the public address system can be heard.

USER AGENCIES

Responsibilities:

It shall be the responsibility of each agency to notify the Parking Services Office of the name, address and telephone number of the employee designated as Agency Parking Coordinator. Written notification must be sent to the Parking Services Office within a reasonable time period (less than 10 working days).

AGENCY PARKING COORDINATOR

Each agency utilizing Board-controlled parking areas shall designate an Agency Parking Coordinator to work in cooperation with the Office of General Services' Parking Services Office in regard to parking related matters. Each agency shall notify the Parking Services Office whenever there is a change of parking coordinators. The Agency Parking Coordinator shall designate a substitute who may act in lieu of the coordinator during absences.

A parking information packet will be distributed to each Agency Parking Coordinator. It shall be the responsibility of each Agency Parking Coordinator to inform his/her agency's personnel about the policies and procedures that apply to the parking facilities and parking lots.

Applications for parking spaces and parking permits, requests for change in parking space assignment and notification of Change of Employment Status Forms will be distributed to the Agency Parking Coordinator. Employees may obtain the forms only from the Agency Parking Coordinator. Completed forms shall be submitted to each Agency Parking Coordinator who shall forward these on a weekly basis to the Parking Services Office. The Parking Services Office shall notify the Agency Parking Coordinator of all changes and requests granted.

It shall be the Agency Parking Coordinator's responsibility to immediately notify the Parking Services Office of any change in an employee's status (see Form PF-4) which may affect parking assignment or eligibility. Additionally, it shall be the Agency Parking Coordinator's responsibility to routinely inform the Parking Services Office of any changes.

It shall be the Agency Parking Coordinator's responsibility to collect State Surface Lot decals from employees when they leave, retire, transfer or receive an assigned parking space in the State Parking Decks controlled by the Budget and Control Board.

PARKING ADVISORY COMMITTEE:

Purpose

There shall be a Parking Advisory Committee whose primary responsibility shall be to review with the Office of General Services as needed the Policy and Procedures Manual governing S.C. Budget and Control Board Parking Facilities and Parking Lots and to revise, add and/or delete policies and procedures as needed.

Membership

The Parking Advisory Committee shall be composed of fifteen(15) members. The committee shall be selected and chaired by the Director of the Office of General Services or his/her designee.